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## ANNUAL REPORT (1955)

## Assistant to the SSA-DD/S

1. This is the first annual report of a new office established as one result of the dissolution of the DD/P-Admin Staff in February of 1955.

2. The SSA-DD/S (A) was established to provide a central point of reference within the SSA-DD/S for matters concerning Security, Management, Communications, Medical and Training. The officer assigned to this position was not designated by either of the DD/S components as were the designees from Personnel, Comptroller, and Logistics. His status, therefore, is not as a representative or deputy of any DD/S office chief, but rather as an assistant to the SSA-DD/S responsive to questions arising in the fields of Security, Management, Communications, Medical and Training.

3. Specific delegations of authority to the SSA-DD/S (A), in addition to normal staff functions, are as follows:

- a. Authority to approve and sign PCS travel orders
- b. DD/P Security Officer
- c. SSA-DD/S Security Officer
- d. DD/P Emergency Officer
- e. SSA-DD/S Staff Records Officer
- f. Member Clandestine Services Training Committee
- g. DD/P Senior Staff Training Officer (Admin types)

4. Activities within the five areas of interest are described as follows:

a. Security

(1) Reviews monthly report of DD/P Security Violations. Charts for trend analysis. Recommends corrective action each month.

(2) Reviews and recommends action on each third and fourth security violation case.

(3) Coordinates proposed regulatory issuances with Staffs and Divisions. Collects and reviews comments and develops a recommended DD/P position on each proposed issuance.

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(4) Performs for SSA-DD/S all duties required of Security Officers.

(5) Keeps current for DD/P rosters of Emergency Force.

(6) Circulates on a monthly basis, emergency action instructions to all SSA-DD/S emergency force members.

b. Management

(1) Coordinates I & R and IG Reports of DD/P activities with Special Support Assistants. Determines and recommends action required by DD/S.

(2) Coordinates proposed regulatory issuances with Staffs and Divisions. Collects and reviews comments and develops a recommended DD/P position on each proposed issuance.

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(3) Reviewed Administrative Work Load Study conducted by [REDACTED] and recommended steps to be taken to put into effect certain of the recommendations. A separate report on this Study is being prepared.

(4) Reviews Vital Materials program of SSA-DD/S. Periodically inspects Vital Records on deposit.

(5) Conducts post review of administrative instructions published by Divisions to determine what staff action is required.

c. Communications

(1) Coordinates proposed regulatory issuances with Staffs and Divisions. Collects and reviews comments and develops a recommended DD/P position on each proposed issuance.

(2) Reviews all cables of interest to the five areas of interest. Verifies action when considered necessary. Verifies distribution to appropriate DD/S components.

d. Medical

(1) Coordinates proposed regulatory issuances with Staffs and Divisions. Collects and reviews comments and develops a recommended DD/P position on each proposed issuance.

e. Training

(1) Reviews monthly report of training. Charts DD/P training participation for trend analysis.

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(2) Exercises Senior Staff Training Officer review of each training request and each training evaluation submitted for students carrying admin-type career designations.

(3) Attends regular Clandestine Services Training Committee meetings and participates in actions taken.

(4) Attends regular DD/P Training Officer meetings.

4. The training function and the Emergency Planning function takes almost the full time of one assistant, who also serves as a secretary. The time of the Assistant to the SSA-DD/S is fairly evenly divided among the five areas, with the Medical and Communications areas requiring the least amount of time.

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Assistant to the SSA-DD/S

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